



## **JOB DESCRIPTION**

Title: **DEPUTY FIRE MARSHAL**  
Department: Fire  
Class Code: 3355  
FLSA Status: Non-Exempt  
Effective Date: Jan. 1, 1990 (Rev. 05/2005)  
Grade Number: 21

### **GENERAL PURPOSE**

Under general supervision from the Fire Marshal, provides technical assistance in the prevention of fires through fire inspections, public education, and fire investigations.

### **EXAMPLE OF DUTIES**

- \*-- Inspects public buildings, to include day care, pre-school, nursing and hospital facilities, to identify fire hazards; provides advice to owners to aid in eliminating or reducing hazards.
- \*-- Coordinates public education classes with suppression personnel on fire prevention, fire safety, emergency medical treatment; coordinates public education in schools; teaches in schools, churches, and community service groups.
- \*-- Assists the Fire Marshal in investigating fires and coordinating the activities of fire investigation; serves as the Fire Marshal in the absence of the Fire Marshal; aids the Chief in completing reports and special projects.
- \*-- Assists in issuing permits for installation and removal of underground tanks and hazardous materials storage.
- \*-- Answers questions of the public on fire prevention; assists in reviewing building and fire sprinkler plans to assure fire code requirements are met.
- \*-- Responds to structural fires and other emergency scenes when called upon; performs functions of Firefighter II when called upon; attends, if possible, all off-duty fires.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- An Associates degree in Fire Science or related field plus four (4) years full time Firefighter or Fire Inspector experience and completion of Fire Inspector I certification **OR** 30 semester credits (including at least on course in English, grammar, or writing), and six (6) years full time experience as a Firefighter or Fire Inspector and completion of Fire Inspector I certification **OR** Seven (7) years full time experience as a Firefighter or Fire Inspector and completion of Fire Inspector I certification.

### Special Requirements

- Must have a valid Utah Driver License; Must be EMT-B certified.
- Must be Fire Code certified within one (1) year of appointment.
- Fire Investigator I certification desired but not required.

### Necessary Knowledge, Skills and Abilities

- Working knowledge of fire prevention techniques; working knowledge of fire inspection methods; working knowledge of the goals and objectives of the city fire control program; working knowledge of effective techniques and methods of fire suppression and control; working knowledge of effective operation of policies and procedures established for the Fire Department; working knowledge of emergency medical procedures.
- Skill in methods and techniques of firefighting.
- Ability to teach fire prevention and safety techniques to Fire Department personnel and in the public schools, churches, and civic organizations; ability to communicate in a written and verbal manner.

## **TOOLS & EQUIPMENT USED**

- Vehicle, radio, pager, personal computer, calculator, phone, personal protective gear, first aid equipment, other standard firefighting equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.